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**DEPARTMENT:** Planning & Economic Development

**JOB TITLE:** Land Use Assistant

**SALARY:** \$22.13 (STEP 1) – \$28.13 (STEP 9)

**WORK SCHEDULE:** Assigned to a 28-hour workweek with additional hours required to attend Board and Commission meetings and hearings.

**JOB SUMMARY / SUPERVISION:** Performs highly visible and moderately complex clerical work and administrative support for the operations of the Planning and Economic Development Department. The position reports to the Assistant Town Manager/Director of Economic Development (ATM/DED) and may receive general direction and supervision from the Town Planner. He/she performs duties with some degree of independence, exercising good judgment in answering inquiries and directing questions to the appropriate personnel.

**ACCOUNTABILITY:** Reports directly to and is accountable to the ATM/DED.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (The following is illustrative of the duties and responsibilities associated with the position and are not intended to be all-inclusive.)

Effectively handles inquiries from the general public, private developers and engineers regarding zoning, site review, growth management, and other related matters by providing information, accepting various fees or referring to proper personnel.

Assists in preparing Planning Board and other boards, commissions or council (as warranted) meeting agenda by posting required public notices; publishing legal notices and mailing notices/information to abutters; Planning Board members and other interested parties as required by statute, local ordinances and policies.

Maintains records and files of subdivisions, lot line adjustments, site plan reviews and other related records in accordance with statutes and local ordinances and general practices by maintaining a log book for each plan and filing respective data. Circulates information to other departments for review and/or filing.

Coordinates the recording of approved documents with County Registry of Deeds in accordance with statute, ordinances and general practices.

Prepares and mails correspondence and notices of decision and monitor time sensitive material such as applications, invoices and escrow coordination and review, permits and other related material by alerting appropriate personnel or boards.

Prepares purchase orders, invoices and accounts payable for approval and payment.

Attends to many items simultaneously or in sequence and follow oral and written instructions effectively.

Maintains an appropriate level of confidentiality regarding Town and office records.

Contributes to team effort and establish and maintain harmonious and effective working relationships with personnel, elected officials, consultants, general public and contractors.

Performs other related work and duties as assigned by the ATM/DED and Town Planner.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:** This position requires a High School Diploma or equivalent, and at least two (2) years of responsible secretarial/clerical experience demonstrating required knowledge, skills and abilities or equivalent education. Familiarity with economic development/planning and land use operations, and an Associate's degree in Secretarial Science or its equivalent from an accredited college or university is preferred.

**CERTIFICATION/LICENSE REQUIREMENTS:** None required.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS:** The position requires knowledge of modern office procedures including telephone operations, word processing, data entry and other related operations. Requires the ability to establish working knowledge of statutes, rules, regulations, policies and procedures relating to department operations. Must be able to read, write and speak English effectively, and establish and maintain effective working relationship with employees and the general public.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** May be exposed to cleaning fluids, photocopier toner, eraser fluids, printer cartridges, etc.

**SELECTION PROCESS/APPOINTMENT:** May be required to pass personal interview, professional background investigation, criminal history check, post-offer medical examination, driving record check, alcohol and controlled substance test, and polygraph examination. Town Manager appoints based on recommendation from Assistant Town Manager/Director of Economic Development.

**APPLICATION PRPOCESS:** Please submit cover letter resume and completed employment application (found on the Town website - [Employment Application](#)) via email to: [hrdept@londonderrynh.org](mailto:hrdept@londonderrynh.org) or mail to: Town of Londonderry Human Resources, 268B Mammoth Road, Londonderry, NH 03053. No phone calls or in-person applicants please.

**APPLICATION DEADLINE:** June 2, 2023 @ 5:00 PM

**Equal Opportunity Employer**

## Physical Activity Requirements

### **PRIMARY PHYSICAL REQUIREMENTS**

LIFT up to 10 lbs:	Frequently Required
LIFT 11 to 25 lbs:	Occasionally Required
LIFT 26 to 50 lbs:	Rarely Required
LIFT over 50 lbs:	Not Required
CARRY up to 10 lbs:	Frequently Required
CARRY 11 to 25 lbs:	Occasionally Required
CARRY 26 to 50 lbs:	Rarely Required
CARRY over 50 lbs:	Not Required
REACH above shoulder height:	Rarely Required
REACH at shoulder height:	Frequently Required
REACH below shoulder height:	Frequently Required
PUSH/PULL:	Rarely Required

### **HAND MANIPULATION**

Grasping:	Frequently Required
Handling:	Frequently Required
Torqueing:	Rarely Required
Fingering:	Frequently Required

### **COGNITIVE AND SENSORY REQUIREMENTS**

Speaking:	Required to communicate orally with others
Hearing:	Required to communicate orally with others
Sight:	Required to perform essential job duties
Tasting:	Not required
Smelling:	Not required

### **OTHER PHYSICAL CONSIDERATIONS**

Twisting:	Frequently Required
Bending:	Frequently Required
Crawling:	Not Required
Squatting:	Occasionally Required
Kneeling:	Occasionally Required
Crouching:	Rarely Required
Climbing:	Not Required
Balancing:	Rarely Required

### **WORK SURFACE(S)**

Counter tops and desks	√
Flooring (various types)	√
Uneven surfaces	
Sloped Surfaces	
Snow or icy surfaces	
Grass/Pavement	
Vehicle Interiors	

### **DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>							
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8

Equipment: Telephone, postage meter, stapler, calculator, pen and pencil, computer hardware and software, typewriter, photocopier, fax machine and other related office equipment.

Environment: Inside 100% Outside 0% (Percentage spent daily)